

**Western Springs College
Board of Trustees Meeting
Held Monday 25th February, 2008, in the Library**

Present: Robin Arthur, Robyn Curry, Paul Edmond, Trevor Crosby, Ken Havill, David Peirse, Heather Dikstaal, Marianne Wilson, Gus Robertson, Tracey Watkinson, Alice Heather, Taima Campbell.

Staff Present: Anne Millan, Linda Dillon, Ruth Roberts

Minutes: Christine Goodes

Apologies: Kaukura Tepaki

Tracey Watkinson introduced the new Rumaki Representative, Taima Campbell to the meeting. Taima is the replacement for Te Kawehau Hoskins who resigned at the end of 2007.

Tracey asked for the board to formally accept Taima Campbell's co-option, as the second Rumaki Representative, to the board for the remaining term of the board (April 2010).

Tracey Watkinson/Alice Heather

Carried

Declaration of Interests:

Taima declared that there might be times when she would abstain from discussions because of her role with the Auckland District Health Board.

Election of Officers:

Transferred to Administration.

Strategic Decisions:

Environmental Sustainability Goal – Robin Arthur

Robin Arthur tabled a paper he had prepared in response to Nikki Harre's offer to lead work on how to make progress with the Sustainability Goal in the WSC Strategic Plan.

Discussion took place and it was decided the group would be called an Advisory Panel. Gus Robertson & Paul Edmond indicated their interest to be on the Panel.

Robin Arthur asked that the following proposal be adopted:

1. That to further the Sustainability Goal in the WSC Strategic Plan, the Board establishes a Sustainability Advisory Panel.
2. That the membership of the Advisory Panel comprise:
 - A convenor (to be appointed by the Board)
 - A member of the teaching staff
 - A student
 - At least one Board member
 - The enviroschools advisor (currently Bridget Glasgow)

- Any additional members that the Panel may choose to coopt from among interested parents, staff, students or external experts and advisors willing to assist with the work of the Panel in advancing implementation of the goal.
3. That the Panel has the following role and terms of reference:
 - to advise the board and school management on action (including any projects, programmes and processes) needed to achieve the goal; and
 - to monitor and review such action; and
 - to report twice a year to the Board on progress (or more often if needed) with recommendations on any decisions that the board may need to make regarding implementing the goal.
 4. That the board invite Nikki Harre to convene the Panel for 2008 and 2009.

Robin Arthur/Trevor Crosby

Carried

Property – Paul Edmond

Paul talked to the proposal of a new tender for the Health and Counselling Centre.

Paul asked that we approve Allcon Construction to draw up contract documents as per the accepted tender for the Health and Counselling Centre.

Paul Edmond/Ken Havill

Carried

1 abstention (Taima Campbell)

Strategic Discussions:

ERO Recommendation – Linda Dillon

Linda presented on the analysis of Yr9 and Yr10 Achievement, the relevance of asTTLe and AToL. ERO had pinpointed the need for more analysis of Yr9 and Yr10 Achievement.

Testing was underway using asTTLe methods and Linda would be able to report to the board at the end of Term one on how all Yr 9 and Yr 10 had tested.

The AToL (Assessment to Learn) contract will be one of the main whole staff professional development projects in 2008.

Data would be available for parents at the second report evening.

PAT testing is still continuing.

The last part of the project would be classroom visiting.

Linda was thanked for attending the meeting.

Enrolments – Ruth Roberts

Ruth tabled her analysis of roll information

Ruth alerted the board to the fact that if the role continues to grow we will not have enough room for siblings and there is a need for more classrooms.

Robin would like more discussion on this. A special meeting to be arranged before the next board meeting. Demographic information is to be prepared for this. (Task 1)

Ruth was thanked for attending the meeting.

7.15pm: Ruth and Linda left.

Strategic Discussions

New meeting formats and content

Trevor tabled information the Board obtained from a training session with Elaine Hines, Manager of Training STA, on 24 January and asked board members to email him any ideas so he could put together new format/content.

A copy of the 2006 Annual Report to be given to Taima Campbell. (Task 2)

8.35: Break

Alice Heather invited board members to the Maori Mainstream/Rumaki BBQ to be held 28th February, 6.30 in the Library/Staffroom foyer.

Discussion continued on new meeting format.

Robin Arthur proposed that the board schedule eight regular meetings a year, with special meetings on specific topics called as required to discuss strategic issues and decisions.

That a draft meeting process be circulated for discussion at the next meeting. (Task 3)

That a draft annual meeting plan be prepared identifying specific dates for necessary decisions. (Task 4)

Robin Arthur/Marianne Wilson

Carried

Identification of strategic issues from parent and student surveying

Ken talked to tabled survey.

Marianne, Robin and Ken have met regarding this survey. The SMT have met also to look at suggested improvements.

Ken to email Trevor data re comparison satisfaction levels. (Task 5)

Monitoring:

2008 Budget – progress towards deficit elimination

Ken reported a need to still make adjustments. ***This to be an Agenda item for the next meeting. (Task 6)***

Student Achievement – 2007 results; goals/objectives for 2008

Ken to email ethnicity and gender breakdowns to board. (Task 7)

Ken reported that Annual Departmental Reports were due by 10th March.

Identifying Agenda Items for Next Meeting:

1. Curriculum
2. Enrolment/School size
3. Monitoring outcome of disciplines. ***Flow chart from the Ministry website to be sent to Trustees (Task 8)***
4. Fundraising
5. Deputy Chair nominations & Delegation of duties

Trustees to let Christine know any additions to Agenda one week before meeting.

Administration:

Confirmation of Minutes

Trevor asked for the minutes of the last meeting to be approved.

Trevor Crosby/Paul Edmond

Carried

Correspondence

Tracey asked for No.13 to be changed to reflect that the letter was from the Whanau not her personally. (Task 9)

Trevor asked for the correspondence to be accepted.

Trevor Crosby/Tracey Watkinson

Carried

Ken signaled that he needed to call a Personnel Committee meeting.

Trevor asked for submitted reports i.e. Property, PAG and TAPAC Management Committee Minutes be accepted.

Trevor Crosby/David Peirse

Carried

Election of Officers

Chair taken by Ken Havill (Principal)

Robin nominated Trevor Crosby be elected as the Chairman.

Robin Arthur/Taima Campbell

Carried unanimously

Deputy Chair to be discussed and decided at next meeting.

Meeting Closure:

Date of next meeting: 7th April, 6pm, in the Library

Dates for future meetings: To be decided in draft form by end of this week

Committee meetings: To be decided

Next PAG meeting to be attended by: Alice Heather

Meeting finished: 9.20pm

Meeting Facilitator: Tracey Watkinson